

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 30, 1994

**ALL-COUNTY INFORMATION NOTICE
NO. I-29-94**

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY MENTAL HEALTH
DIRECTORS
ALL COUNTY PROBATION OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY FISCAL OFFICERS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

**SUBJECT: EMERGENCY ASSISTANCE TRAINING AND POLICY CHANGES -
STATEWIDE TRACKING SYSTEM**

REFERENCES: ACL 93-64, ACIN I-37-93, ACIN I-41-93, ACL 94-27,
ACL 94-35, ACIN I-16-94, ACIN I-18-94

This letter provides details of training on the new statewide automated tracking system for the Emergency Assistance (EA) Program, including policy changes and a revised EA application to be effective with implementation of the new system.

Background

EA is administered as part of the federal Title IV-A program. Eligibility is limited to a single episode in any period of 12 consecutive months. As part of the review of EA applications, county staff access the EA tracking system to determine if the applicant child has been authorized for EA in the past 12 months. Presently, the County of Los Angeles maintains the statewide tracking system used for this purpose, known as the List of Emergency Assistance Participants System (LEAPS). LEAPS was designed as an interim system to meet the needs created by the rapid implementation of the first EA component, probation services, in July of 1993. While LEAPS met these needs, the expansion of the program required the development of a more sophisticated system. The new EA tracking system will be known as Assistance to Children in Emergency (ACE) and will contain records for individuals for whom EA has been authorized.

ACE Implementation Overview

ACE will reside on the Medi-Cal Eligibility and Data System (MEDS) network. Counties will use on-line data entry to create ACE records and access the ACE database. Monthly reports will be generated. When reviewing an EA application, the County Welfare Department (CWD) Eligibility Worker (EW) will access ACE to determine whether EA has been authorized for the applicant child within the past 12 months.

The ACE system may be used for testing and training purposes only from September 6, 1994 through September 16, 1994. The existing LEAPS database will be converted to ACE for this purpose during the weekend of September 3, 1994.

On September 19, 1994, ACE will become operational for eligibility determination purposes.

LEAPS Statewide EA Tracking System

LEAPS will not be used after September 16, 1994. After the initial conversion for training and testing purposes, the LEAPS database will again be converted to ACE, this time for operational purposes, during the weekend of September 17, 1994.

Until ACE becomes operational, counties must continue to use LEAPS:

- o For counties using "disk" or "FAX" access to LEAPS, do not send data to LEAPS after close of business on September 9, 1994. Any resulting backlog of applications can be processed when ACE becomes operational.
- o For counties using "modem" access to LEAPS, do not send records after close of business on September 15, 1994.

Counties should be aware that any records created on ACE during the testing and training period will be lost when LEAPS is again converted to ACE for operational purposes.

Training Schedule

Staff from the California Department of Social Services (CDSS) will conduct ACE training. This training has been scheduled in cooperation with the California Welfare Directors' Association (CWDA) and has been organized around CWDA's five regional groups: Northern Counties, Mountain/Valley Counties, Bay Area Counties, Valley Counties and Southern Counties. In addition, one "overflow" session will be held at the CDSS offices in Sacramento.

Specifics on the training are as follows:

- o Northern Counties: Training will be held from 8:30 a.m. through 12:00 p.m. at the Shasta County Department of Social Services, Child Protective Services Building, 1615 Continental Drive, Upstairs Conference Room, in Redding, on September 13, 1994.

- o Mountain/Valley Counties: Training will be held from 8:30 a.m. through 12:00 p.m. at the Placer County Department of Social Services, 100 Stonehouse Road, in Roseville, on September 14, 1994.
- o Bay Area Counties: Two training sessions will be held:
 - The first session will be held from 8:30 a.m. through 12:00 p.m. at the Santa Clara Department of Social Services, 1725 Technology Drive, California Room, in San Jose, on September 15, 1994.
 - The second session will be held from 1:30 p.m. through 4:30 p.m. at the Santa Clara Department of Social Services, 1725 Technology Drive, Cupertino Room, in San Jose, on September 15, 1994.
- o Valley Counties: Training will be held from 10:00 a.m. through 3:00 p.m. at 1901 East Shields Avenue, 2nd floor, in Fresno, on September 12, 1994. This location is within the Manchester Shopping Center at the intersection of Highway 41 and Shields.
- o Southern Counties: Three training sessions will be held:
 - The first session will be held from 9:30 a.m. through 12:30 p.m. at the Orange County Social Services Agency, 800 N. Eckoff, Conference Room #1304, in Orange, on September 7, 1994. This session is intended for staff from Southern Counties other than Los Angeles County.
 - The second session will be held from 9:00 a.m. through 12:30 p.m. at the Los Angeles County Department of Children's Services, 800 South Barranca, 1st Floor Conference Room, in Covina, on September 8, 1994. This training is intended for Los Angeles County only.
 - The third session will be held from 1:30 p.m. through 4:30 p.m. at the Los Angeles County Department of Children's Services, 800 South Barranca, 1st Floor Conference Room, in Covina, on September 8, 1994. This session is intended for staff from any of the Southern Counties.

- o The "overflow" session will be held from 1:30 p.m. through 5:00 p.m. at the CDSS, 744 "P" Street, Auditorium, in Sacramento, on September 13, 1994. This session is intended for any county staff from any region of the state who cannot attend a local session because of constraints of time or space. Parking is available at the garage at 5th and R Street.

There is limited capacity at some of the sessions, so please contact Judy Miller or Jim Lucas of the Child Welfare Services Bureau (EA Unit) at (916) 445-2890 and advise regarding how many will be attending from your county. We recommend limiting attendance to two or three staff per county.

Training Plan

The following elements will be addressed in the training:

- o Policy Changes: The implementing letters will be discussed. These include an All-County Letter (ACL) showing policy changes effective with ACE implementation and an All-County Information Notice referencing a revised EA 1 application form. These letters should reach counties in early September 1994. The policy changes covered by the ACL could not have been made prior to the implementation of ACE.
- o ACE Review: Copies of the ACE implementation ACL and the accompanying ACE Handbook will be distributed and reviewed. This letter should reach counties in early September 1994.
- o Questions and Answers: CDSS staff will be available to discuss ACE and other EA program issues related to ACE implementation.

Questions and Concerns

Questions and concerns regarding the ACE system, the EA program in general or this letter should be addressed to Lou Del Gaudio, Manager of the Emergency Assistance Unit of the Child Welfare Services Bureau, at (916) 445-2890 or ATSS 8-485-2890.



MARJORIE KELLY
Deputy Director
Children and Family Services Division